



Providing fileSMART Access to a Strata Searcher

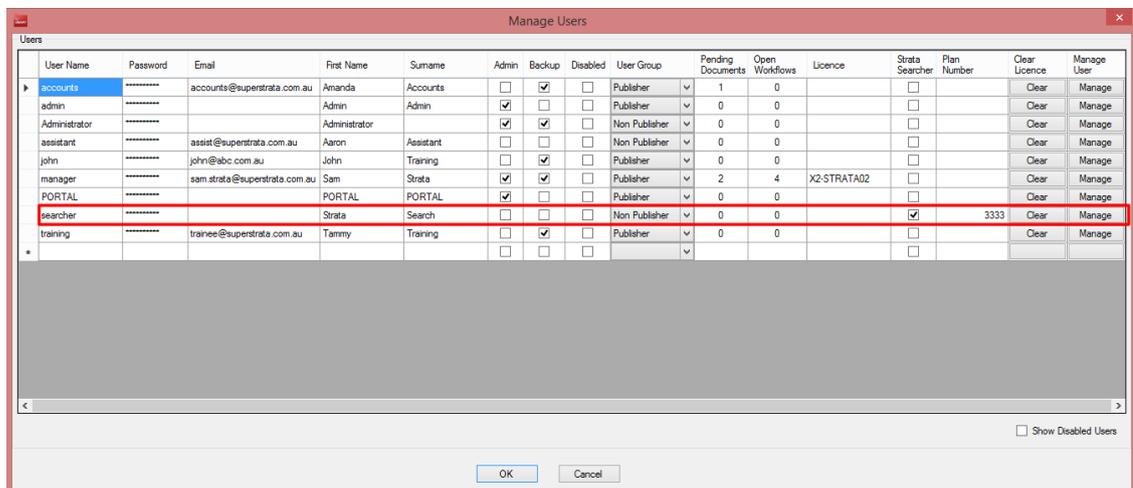
Strata managers are often required to provide access to the records and correspondence of a strata plan, usually at the request of prospective unit purchasers or their representatives. In a paper office, this means a room, a desk, and a couple of large folders full of documents. For a paperless office using fileSMART, this can be done simply by setting up a fileSMART user as a Strata Searcher.

To Set up a User as a Strata Searcher

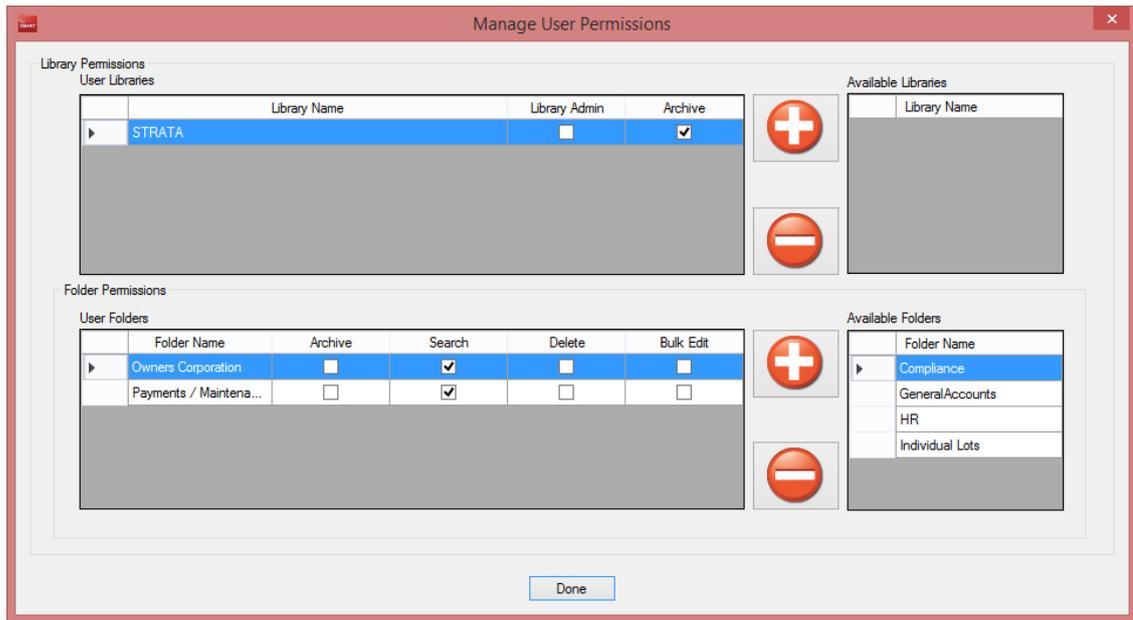
1. Select the **Manage Users** button on the main toolbar



2. Create a new user



- o You can use either a generic username and password (e.g. "Searcher") or a specific name for the individuals conducting a search.
 - o Do **not** tick the checkbox for **Admin**, **Backup**, or **Disabled**
 - o Select Non-Publisher as the **User Group**
 - o Tick the checkbox for the **Strata Searcher** column
 - o Input the **plan number** that the searcher will require access to
3. Click the **Manage** button to configure the searcher's permissions



- Add the STRATA library from Available libraries (top right) to the User Libraries (top left) using the upper plus button
 - Add the folders containing any required documents from Available Folders (bottom right) to the User Folders (bottom left) using the lower plus button
 - All User Folders should have the checkbox for Search ticked, and should NOT have access to delete or Bulk Edit.
4. Click Done to close the **Manage User Permissions** window
 5. Click OK to close the **Manage Users** window

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